



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: MH Public Information Specialist **NUMBER:** 22-10
JOB CODE: V3000 **DATE:** March 4, 2022
SALARY RANGE: 72 (\$38,138.40 - \$57,861.60) **PCQ#:** 8801275
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Relations, Communications, English, Journalism, Mass Media, or a closely related field.
- 24 months or more experience in the field of public relations, public information, communication, journalism, or copywriting and design.

NOTE:

- Bachelor's degree in Public Relations, Communications, English, Journalism, Mass Media, or a closely related field, supplemented by a related Master's degree, may substitute for the required experience.

KIND OF WORK:

- Assumes duties that increase and enhance the outputs and outcomes of the Public Information Office.
- Assists with press releases and other public information distribution, publication design, web page and database management, event planning, and promoting public awareness of ADMH program and initiatives.
- Develops working knowledge of Alabama Department of Mental Health (ADMH) and related subject matter.
- Compiles, writes, edits, and develops internal and external documents, including the annual report and other publications such as news releases, newsletter articles, speaker bureau and social media posts about ADMH subject matter and departmental initiatives.
- Develops, produces, and edits audio and visual videos, digital graphics, presentations, and photography.
- Works as a team member in planning and representing the department at health, school, civic and ADMH hosted events.
- Delivers written, verbal, or audio-visual presentations to varied audiences.
- Works as a team member with the MH Public Information Officer and staff to develop and produce public information projects such as public education initiatives, news releases, newsletters, social media management, promotional materials, and media campaigns.
- Assists the Web Designer and MH Public Information Officer in the management of the ADMH website for public information.

- Attends meetings at the request of leadership to learn and participate in service divisions and/or stakeholder initiatives.
- Provides technical assistance to department staff.
- Assists in supervision of interns as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable writing styles, such as AP, and levels of usage.
- Knowledge of Photoshop and related design applications.
- Knowledge of media and publication design.
- Knowledge of governmental structure.
- Ability to plan and organize informational and educational programs.
- Ability to plan and direct the work of others.
- Ability to plan, organize, and prioritize work activities.
- Ability to accomplish tasks with and through the work of others effectively.
- Ability to provide consultation to the Public Information Officer and departmental officials.
- Ability to communicate effectively verbally, in writing, and electronically.
- Ability to conduct research and coordinate written communications.
- Ability to provide training and technical assistance.
- Ability to establish and maintain effective working relationships with departmental officials, stakeholders, agencies, organizations, and the general public.
- Ability to use a personal computer, MS Office Software, and the internet.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history, identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: April 1, 2022

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>